



# Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Director

**REQUEST FOR E-QUOTE NUMBER:**

**16CT104311A**

**PROJECT TITLE: Window Cleaning Services**

**DEPARTMENT: Public Works**

**DUE DATE: 11/07/2016**

**WILL BE RECEIVED UNTIL:**

**LAST DAY FOR QUESTIONS: 11/02/2016**

BIDDERS MAY SUBMIT REQUESTS FOR CLARIFICATION OR QUESTIONS REGARDING THIS E-QUOTE TO THE PURCHASING CONTACT PERSON LISTED BELOW. ANY REQUEST SHALL ONLY BE SUBMITTED IN WRITING (FAX OR EMAIL). ALL RESPONSES TO WRITTEN REQUEST(S) WILL BE DISTRIBUTED AS ADDENDA TO THIS E-QUOTE AND POSTED ON THE FULTON COUNTY WEBSITE AT [www.fultoncountyga.gov](http://www.fultoncountyga.gov).

THE COUNTY WILL NOT RESPOND TO REQUESTS RECEIVED AFTER THE ABOVE MENTION DATE AT 2:00 P.M.

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT [www.fultonvendorservice.co.fulton.ga.us](http://www.fultonvendorservice.co.fulton.ga.us). BY THE DATE AND TIME INDICATED. You must be a registered vendor in order to respond to E-QUOTES.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW VIA EMAIL ONLY. NO PHONE CALLS WILL BE ACCEPTED. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

EFFECTIVE JULY 1, 2013, STATE LAW REQUIRES THAT ALL CONTRACTS FOR THE PHYSICAL PERFORMANCE OF SERVICES FOR ALL LABOR OR SERVICE CONTRACT(S) THAT EXCEED \$2,499.99 (EXCEPT FOR SERVICES PERFORMED BY AN INDIVIDUAL WHO IS LICENSED PURSUANT TO TITLE 26, TITLE 43, OR THE STATE BAR OF GEORGIA) MUST COMPLY WITH THE ILLEGALL IMMIGRATION REFORM AND ENFORCEMENT ACT. THE COUNTY CANNOT ENTER INTO A CONTRACT FOR THE PHYSICAL PERFORMANCE OF SERVICES THAT EXCEEDS \$2,499.99, UNLESS THE CONTRACTOR HAS REGISTERED WITH, IS AUTHORIZED TO USE AND USES THE FEDERAL WORK AUTHORIZATION PROGRAM COMMONLY KNOWN AS E-VERIFY. BEFORE A BID FOR ANY SUCH SERVICES IS CONSIDERED BY THE COUNTY, THE BID SHALL INCLUDE A SIGNED, NOTARIZED AFFIDAVIT FORM THE CONTRACTOR ATTESTING THE AFFIANT HAS REGISTERED WITH, IS AUTHORIZED TO USE, AND USES THE FEDERAL WORK AUTHORIZATION PROGRAM.

**CONTACT NAME:**  
Carolyn Towns

**E-MAIL ADDRESS:**  
[carolyn.towns@fultoncountyga.gov](mailto:carolyn.towns@fultoncountyga.gov)

**FAX NUMBER:**  
(404) 893 1727

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

## REQUEST FOR QUOTE GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **METHOD OF SOURCE SELECTION.** This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is Code Section 102-373, Competitive Sealed Bidding.
3. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
4. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
5. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
6. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
7. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
8. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for E-Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
9. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
10. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
11. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the

specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

12. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
13. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
14. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
15. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
16. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received by Accounts Payable.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:**

Fulton County Government  
141 Pryor Street, SW  
Suite 7001  
Atlanta, Georgia 30303  
Attn: Finance Department – Accounts Payable

OR

**Via Email:**

Email: [Accounts.Payable@fultoncountyga.gov](mailto:Accounts.Payable@fultoncountyga.gov)

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
  - a. Vendor Name
  - b. Vendor Address
  - c. Vendor Code
  - d. Vendor Contact Information
  - e. Remittance Address
- 2) Invoice Details
  - a. Invoice Date
  - b. Invoice Number (uniquely numbered, no duplicates)
  - c. Purchase Order Reference Number
  - d. Date(s) of Services Performed
  - e. Itemization of Services Provided/Commodity Units

3) Fulton County Department Information (needed for invoice approval)

- a. Department Name
- b. Department Representative Name

17. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
18. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
19. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
20. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
21. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
22. **RIGHT TO PROTEST.** Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.
23. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

## REQUEST FOR E-QUOTE SPECIFICATIONS

### Window Cleaning Services Department of Public Works

#### 1. DESCRIPTION

The Fulton County Department of Purchasing is soliciting e-quotes from qualified vendors to provide window cleaning services for the Department of Public Works.

#### 2. CONTACT PERSON

Please contact Carolyn Towns, Procurement Officer by e-mail [carolyn.towns@fultoncountyga.gov](mailto:carolyn.towns@fultoncountyga.gov) or Fax (404) 893 1727 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

#### 3. TERM OF AGREEMENT

The term of agreement is for 12 months from issuance of purchase order.

#### 4. PRODUCT/SERVICE SPECIFICATIONS

The successful Contractor will provide all the personnel, supervision, materials, supplies, and equipment needed to perform all services as described herein.

These services shall include, but not limited to, cleaning:

- All windows and frames on the exterior side
- All window entrances and frames
- All glass entrance doors and frames

Clean inside and outside of Partition glass adjacent to front lobby area.  
Perform cleaning to include pressure washing and dusting of curved top, high ledges and frames adjacent to windows and doors.

Exhibit 1

#### WROC Window Chart

Total Square Footage for Administration Building: 60,404

Window & Doors	Description	Dimension
2 - Front Doors	Storefront Exterior Door – 12 windows panes	10'-8" x 14'-0"
1- Front Window	Storefront Exterior Window Fulton County Logo – 5 panes	6'-0" x 14'-0"
8 - Windows	Storefront Exterior Window – 8 panes with circle tops	6'-0" x 12'-0"

12 -Windows	Front Two Double with Circle Tops – 4 panes	6'-0" x 6'-0"
3 - Windows	South Two Double with Circle Tops – 4 panes	6'-0" x 6'-0"
2 - Windows	North Two Double with Circle Tops – 4 panes	6'-0" x 6'-0"
8 - Windows	Front Two Double with square tops – 4 panes (small)	4'-8" x 3'-4"
10- Windows	Front Two Double Windows – 4 panes	4'-8" x 6'-0"
20- Windows	South Side Two Double Windows – 4 panes	4'-8" x 6'-0"
20- Windows	North Side Two Double Windows – 4 panes	4'-8" x 6'-0"
2 - Windows	<b>Maintenance Building</b> Two Double Windows – 2 panes	4'-0" x 3'-0"
1 – Door	South Side Break Room Door – 5 panes	9'-4" x 6'-0"
1 – Door	South Employee Entrance Door – 5 panes	9'-4" x 6'-0"
1 - Door	North Employee Entrance Door – 5 panes	9'-4" x 6'-0"

#### **5-Doors & 86 Windows**

Cleaning Frequencies: Quarterly between work hours of 8:00 am to 5:00 pm, frequencies are determined by Management Staff and will at times change depending upon the operational needs and budget.

The Contractor shall develop a detailed work plan for each building listed in *Exhibit 1 – Facilities, Square Footage and Frequencies*. The Contractor shall present all work plans to the Fulton County Public Works/Division of Water Resources for approval prior to proceeding with window cleaning activities.

The Contractor shall identify windows or glass doors that require additional effort (such as window polishing) to mitigate the effects of ingrained dirt and oxidation from infrequent window cleaning. The Contractor shall submit a report to the Fulton County Public Works/Division of Water Resources that lists the affected areas, describes the condition of the windows, and a proposed mitigation plan for each building. All mitigation work shall be negotiable under the Charge Reimbursable Work clause of this Contract.

## 5.

## PRICING SHEETS

<b>Item No.</b>	<b>Item Description Service will be required quarterly – every three months</b>	<b>Estimated Quantity</b>	<b>Unit of issue</b>	<b>Unit price (\$)</b>
<b>1</b>	Storefront Exterior Door – 12 windows panes (10'-8" x 14'-0") 2 Doors	4	Quarterly	
<b>2</b>	Storefront Exterior Window Fulton County Logo – 5 panes (6'-0" x 14'-0") 1 Window	4	Quarterly	
<b>3</b>	Storefront Exterior Window – 8 panes with circle tops (6'-0" x 12'-0" ) 8 Windows	4	Quarterly	
<b>4</b>	Front Two Double with Circle Tops – 4 panes (6'-0" x 6'-0") 12 Windows	4	Quarterly	
<b>5</b>	South Two Double with Circle Tops – 4 panes (6'-0" x 6'-0") 3 Windows	4	Quarterly	
<b>6</b>	North Two Double with Circle Tops – 4 panes (6'-0" x 6'-0") 2 Windows	4	Quarterly	
<b>7</b>	Front Two Double with square tops – 4 panes (small) (4'-8" x 3'-4" ) 8 Windows	4	Quarterly	
<b>8</b>	Front Two Double Windows – 4 panes (4'-8" x 6'-0" ) 10 Windows	4	Quarterly	
<b>9</b>	South Side Two Double Windows – 4 panes (4'-8" x 6'-0" ) 20 Windows	4	Quarterly	
<b>10</b>	North Side Two Double Windows – 4 panes (4'-8" x 6'-0" ) 20 Windows	4	Quarterly	
<b>11</b>	Maintenance Building Two Double Windows – 2 panes (4'-0" x 3'-0" ) 2 Windows	4	Quarterly	
<b>12</b>	South Side Break Room Door – 5 panes (9'-4" x 6'-0" ) 1 Door	4	Quarterly	
<b>13</b>	South Employee Entrance Door – 5 panes (9'-4" x 6'-0" ) 1 Door	4	Quarterly	
<b>14</b>	North Employee Entrance Door – 5 panes (9'-4" x 6'-0" ) 1 Door	4	Quarterly	

## **6. SPECIAL CONDITIONS/INSTRUCTIONS**

Bidder must respond online (VSS) in the same format as listed in the Pricing Sheet, Section 5. If vendor does not follow the pricing sheet form format online, their bid will be deemed non-responsive and will not be evaluated.

### **Part 1: General Requirements**

Work required must be approved in advance to the Fulton County Public Works/Division of Water Resources. Fulton County Public Works/Division of Water Resources call upon the Contractor to provide services for special events which may include to: celebrations, employee gatherings. Redirection of Contractor's staff may be required to support special events. The Contractor obtains approval from the Fulton County Public Works/Division of Water Resources prior to starting any cleaning that interfere with WROC operations. If areas are to be sectioned off for window cleaning, the Contractor submits a schedule of work to be done no fewer than **thirty (30) days** prior to actual start date.

### **Part 2: Work Management**

#### **Communication**

The Contractor shall inform the Fulton County Public Works/Water Resources Division Representative if existing building conditions hinder the selection of the most safe and efficient, or effective window cleaning methods. (For example: if the most safe and efficient method requires a rope descent system, but the building does not have the appropriate roof anchorages.)

#### **Warranty**

The Contractor shall notify the Fulton County Public Works/Water Resources Division Representative of window problems or conditions that may be covered under window warranties.

The Contractor shall perform window cleaning services in such a way that warranties are not voided.

### **Part 3: Materials and Equipment**

#### **Material Furnished by WROC**

Whenever hoses are connected to outside faucets, anti-siphoning devices (Watts or similar) shall be used.

#### **Material Furnished by Contractor**

Fulton County will NOT assume no responsibility for safeguarding any of the Contractor's material, equipment or supplies stored at the worksite and used in the performance of duties.

#### **Window Cleaning Specifications:**

Machinery requirements listed under this Section are **not** intended to be a restriction of specific manufacturers or models, unless so specified. Specific mention of the

manufacturers is intended as a guide to illustrate the final product of the maintenance operations desired.

The Contractor shall use only equipment and tools manufactured with all required safety features to ensure safe operation. All equipment used shall be maintained in operable condition at all times.

### **Window Cleaning Equipment**

The Contractor shall furnish equipment for reaching high spaces as needed to perform the work described herein, including, but not limited to:

1. Lifts;
2. Boatswain chairs;
3. Ladders;
4. Rope descent systems;
5. Manual swing scaffolds;
6. Window cleaners' belts;
7. Transportable suspended powered platforms;
8. Extension devices;
9. Aerial work platforms.
10. High Dusting wands
11. High Dusting materials.
12. Glass squeegees
13. Buckets
14. Sponges

The Contractor shall provide the equipment best suited to perform window cleaning for building and structure, without causing damage to the building or structure. The Contractor shall provide and use equipment and tools in full compliance with Window Cleaning Safety Standards. The Contractor shall provide fall protection, perimeter guarding and personal fall arrest systems for all work areas that expose its employees to a fall hazard when approaching within **six (6) feet** of an unguarded edge or skylight.

### **WROC Window Cleaning Services Specifications**

#### **Prohibited Materials and Equipment**

The contractor shall not use any supplies, materials, equipment, or methods that could damage window surfaces, adjacent areas, structures, or buildings.

### **Part 4: Performance**

#### **General Performance**

Window sashes, sills, woodwork, and other surrounding surfaces shall be wiped free of drippings and other water marks. Upon completion of window cleaning, the Contractor shall return all window treatments to original state/position, and shall ensure that window treatments are neat and tidy. Contractor shall protect window sills when standing on or placing cleaning materials on them. After each cleaning operation, glass shall be rinsed to remove any detergent solution residue. Glass shall be clear, clean, and free of dirt, grime, streaks, and excessive moisture. The Contractor shall schedule and perform window cleaning services so as to minimize inconvenience to building occupants. In instances where building occupants are seriously inconvenienced, the window cleaning activities shall be rescheduled at the discretion of Fulton County.

## **Anchor and Tie-back Testing and Certification**

### **Part 5: Quality Control**

#### **Qualified Staff**

Contractor will do a comprehensive background check on all of its employees as part of their employment procedures.

#### **High-Level Training**

Contractor will be responsible for assigning qualified, trained employees for general cleaning requirements. In addition, Contractor will have proper training certification on file.

#### **Standards**

The Contractor will be responsible for all repairs or any damages caused by its employees or as a result of performing the work.

#### **Governing Codes and Standards**

International Window Cleaners Certification Institute (IWCCI) Window Cleaning Safety standard (IWCA I-14.1)

American National Standards Institute (ANSI) Standards

1. Permanent suspended scaffolding and powered equipment –ANSI/SIA A120.1
2. Mobile lifts –ANSI/SIA A92.3 (manual), A92.2 (vehicle), and A92.5 (boom)
3. Ladders – ANSI/ASC A14.2 (metal), A14.1 (wood), and A14.5 (plastic)
4. Tower scaffolding – ANSI/SIA A10.8
5. Harnesses, lanyards, and lifelines – ANSI/SIA AZ359

### **Part 6: Record-Keeping and Reporting Reports**

The Contractor shall prepare a report indicating the windows that were cleaned.

### **Part 7: Security Provisions**

In the course of performing their duties, the Contractor's personnel may be in the vicinity of fueling station operations. Fueling safety is an important public safety issue. Failure to adhere to safe operating procedures when in the area of fueling vehicle may result in accidents. Fueling procedures and practices have been designed to minimize the risk associated with flammable materials for the protection of County's vehicle operators during fill-ups. Basic Safety Awareness, which shall include, but limited to:

- a. Fire Extinguisher locations and use;
- b. Fueling Services Visual and Audible alarms;
- c. No Smoking Requirements;
- d. Emergency Procedures, Notifications, and Communications for Assistance;
- e. Use of Emergency Shut-offs;

### **Vehicular Access**

The Contractor and its employees shall be required to show pictured identification prior to access to the WROC Complex.

Vehicles using service roads are required to pass through controlled gates.

## **Part 8: General Safety**

The Contractor shall be wholly responsible for proper safety practices and safeguards.

The Contractor must keep its employees abreast of all Industry Safety Measures and inform them of their obligation to comply with existing regulations. The contractor shall not permit the placing or use of equipment in roadways, traffic lanes, vehicle parking areas, or other locations in a manner to create safety hazards, impede the regular flow of traffic, or block parking lanes, except as specified in work plans approved by the County Representative.

The Contractor shall provide appropriate warning signs for all slippery or hazardous areas. The Contractor shall rope off areas as needed, and take all other required safety precautions in performance of this contract.

The Contractor shall secure all tools when working overhead to ensure the safety of employees, tenants, and the traveling public in the vicinity of cleaning.

The Contractor shall provide Material Safety and Data Sheet (MSDS) information to the Fulton County representative a minimum of **ten (10) working days** prior to work being performed.

## **Part 9: Definitions, Acronyms, and References**

### **Definitions**

For additional definitions pertinent to window cleaning, refer to the IWCA Window Cleaning Safety standards (IWCA I-14.1).

**Film:** A thin coating that usually builds up over time and often is so uniform that it goes unnoticed. Air pollution is a major contributor to film formation. Film is found on infrequently cleaned toilet bowls due to foreign matter or impurities settling out of the tap water. Film is also found on the inside surfaces of exterior glass.

### **Window Cleaning Services Specifications**

**Grime:** Foreign matter that clings to or is embedded in a surface. It becomes embedded or built up by repeated touching or handling, such as a door handle or light switch. Careless or incomplete cleaning procedures may contribute to the development of grime.

**Grit:** Coarse, particulate matter such as sand, fragments of metal and/or glass, salt and ice melt compounds (before they absorb moisture and liquefy).

**Spill:** Any liquid, powder, or solid spilled accidentally on floors or other surfaces.

**Spots:** A non-uniform film or coating that is visible to various degrees depending on the angle of view. It is usually associated either by the use of dirty cleaning equipment or inadequate rinsing of cleaning products from the surfaces on which they are used.

**Streaks:** A non-uniform film or coating that is visible to various degrees depending on the angle of view. It is usually associated either by the use of dirty cleaning equipment or inadequate rinsing of cleaning products from the surfaces on which they are used.

**Acronyms and Abbreviations**

ANSI – American National Standards Institute

IWCA – American Window Cleaning Association

IWCCI – International Window Cleaners Certification Institute

IFM – Integrated Facilities Management

AOA – Aircraft Operations Area

OSHA – Occupational Safety and Health Administration

**Site Visit Plan**

Vendors will have the opportunity to attend a non-mandatory site visit of the facility.

**Date/Time: November 02, 2016 (Wed.) 11:00 AM until 11:30noon.**

**Location: Operation Center (WROC) 11575 Maxwell Rd Alpharetta, Georgia 30009.**

## 7. INSURANCE & RISK MANAGEMENT PROVISIONS

### **Insurance and Risk Management Provisions Window Cleaning Services - WROC**

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

#### **Accordingly the Respondent shall provide a certificate evidencing the following:**

**1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$500,000
Employer's Liability Insurance	BY DISEASE - EACH EMPLOYEE	\$500,000

**2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations) General Aggregate	-	\$2,000,000
Products\Completed Operations	Aggregate Limit	- \$2,000,000
Personal and Advertising Injury	Limits	- \$1,000,000

Damage to Rented Premises	Limits	-	\$100,000
<b>3. BUSINESS AUTOMOBILE LIABILITY INSURANCE</b>			
<b>Bodily Injury &amp; Property Damage</b>	Each Occurrence	-	\$1,000,000
(Coverage to include owned, non-owned and hired automobile)			
<b>4. UMBRELLA LIABILITY</b>			
	Each Occurrence	-	\$1,000,000
(In excess of Auto, General Liability and Employers Liability)			

#### **Certificates:**

Contractor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government, Officials, Officers and Employees as an Additional Insured, using ISO Additional Insured Endorsement form CG 20 10 (11/85) version, its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government – Purchasing Department  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

#### **Important:**

It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

#### **USE OF PREMISES**

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

### **PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY:\_\_\_\_\_

SIGNATURE:\_\_\_\_\_

NAME:\_\_\_\_\_ TITLE:\_\_\_\_\_

DATE:\_\_\_\_\_

**STATE OF GEORGIA**

**COUNTY OF FULTON**

**FORM 1: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>1</sup> under a contract with **[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\*,<sup>2</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Contractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

10.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

2\*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

**STATE OF GEORGIA**

**COUNTY OF FULTON**

**FORM 2: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services<sup>3</sup> under a contract with **[insert name of prime contractor]** behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\*,<sup>4</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Subcontractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
3O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

4\*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].